



Appointment Committee (Cornerstone Christian Preschool)
c/- Cornerstone Christian Education Trust (CCET)
119 Mihaere Drive, Palmerston North 4414
Ph. (06) 356 7326 extn. 6103
Email: office@ccet.ac.nz

Referee's Report

Name of Applicant: _____

As a nominated referee you are invited to complete this report. Your report is **CONFIDENTIAL** to the Appointment Committee and those involved in the appointment procedures. It would be appreciated if you would provide an honest reflection. This will assist us in assessing the applicant's strengths and weaknesses. Please leave blank any questions you are unable to complete. There is room for further comments on the final page if further space is needed in answering any of the questions.

You are asked to rank the applicant on a scale of 1-5. In the interest of fairness to the applicant please regard a rank of 3 as indicating a very satisfactory/competent standard. 5 therefore represents an exceptional applicant. Where multiple choice options are given please feel free to comment and elaborate if you wish to do so.

Please forward the completed form marked "Confidential" to office@ccet.ac.nz or post to the address above.

Name of Referee _____

Address _____

Occupation/Position of Referee _____

Telephone: Day _____ Evening _____

Email: _____

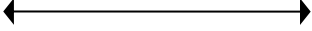
Signature _____

1. KNOWLEDGE OF APPLICANT:

How long have you known the applicant and in what circumstances?

What opportunity have you had to observe the applicant's Christian life and service?

Is there anything about the applicant's personal life, lifestyle or health which you think the Appointment Committee should be made aware of?

Low High

 Please circle one
(1= significant weakness,
3 = satisfactory/competent,
5 = significant strength)

2. APPLICANT'S PERSONAL QUALITIES:

- | | | | | | |
|------------------------------------|---|---|---|---|---|
| • Sense of integrity | 1 | 2 | 3 | 4 | 5 |
| • Approachable | 1 | 2 | 3 | 4 | 5 |
| • Responds positively to criticism | 1 | 2 | 3 | 4 | 5 |
| • Loves learning | 1 | 2 | 3 | 4 | 5 |
| • Easy to get along with | 1 | 2 | 3 | 4 | 5 |
| • Flexible | 1 | 2 | 3 | 4 | 5 |
| • Creative | 1 | 2 | 3 | 4 | 5 |
| • Ability to build rapport | 1 | 2 | 3 | 4 | 5 |

Comments:

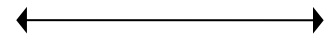
3. APPLICANT'S COMMUNICATION SKILLS:

- | | | | | | |
|--|---|---|---|---|---|
| • Listening skills | 1 | 2 | 3 | 4 | 5 |
| • Ability to express a point of view clearly | 1 | 2 | 3 | 4 | 5 |
| • Written communication skills | 1 | 2 | 3 | 4 | 5 |
| • Speaking to groups | 1 | 2 | 3 | 4 | 5 |
| • Rapport and communication with parents | 1 | 2 | 3 | 4 | 5 |
| • Rapport and communication with staff | 1 | 2 | 3 | 4 | 5 |
| • Rapport with children | 1 | 2 | 3 | 4 | 5 |

Comments:

4. APPLICANT'S PROFESSIONAL QUALITIES:

Low High



Please circle one
 (1= significant weakness,
3 = satisfactory/competent,
 5 = significant strength)

• Ability to lead in a team-based environment	1	2	3	4	5
• Ability to sustain a strong team culture	1	2	3	4	5
• Committed to early childhood learning & development	1	2	3	4	5
• Committed to professional learning	1	2	3	4	5
• Ability plan, implement & assess curriculum	1	2	3	4	5
• Knowledge of early childhood learning theory	1	2	3	4	5
• Understanding of Christian worldview	1	2	3	4	5
• Understanding of Te Tiriti o Waitangi	1	2	3	4	5
• Understanding of multiculturalism	1	2	3	4	5
• Problem solving ability	1	2	3	4	5
• Administrative ability	1	2	3	4	5
• ICT competent	1	2	3	4	5
• Ability to resolve conflict	1	2	3	4	5

Comments:

5. APPLICANT'S POTENTIAL:

Please comment on what you believe to be the applicant's potential to handle the responsibilities of the position applied for. Please emphasise both strengths and weaknesses you feel are important, physical and emotional fitness for the position and/or comment on significant points not covered in the above sections.

6. SUMMARY INDICATOR:

If you were in our position, would you appoint the applicant to this position?
(Please circle your appropriate response)

No

Probably Not

Possible

**Yes with some
reservations**

**Yes without
reservations**

Thank you very much for your time and assistance.

Further comments (please use this box if insufficient space was given above for you to answer any question(s) in full).